ARCHS' leveraging and in-kind model set us apart from most funding organizations.
Funding
The direct cash we grant.

Expertise
The talent of our staff.

Resources
The additional support we provide.
IMPORTANCE OF TRACKING

Leverage
Knowing the true "value" of your program helps ARCHS advocate on your behalf at local, Jefferson City, and Washington DC funding tables.

In-kind
Showing the full picture of community involvement and the support given by other organizations helps show the depth of your program in the community.
FY21 ECONOMIC IMPACT

CP Ratio
For every $1 of base “Community Partnership” funding by the state of Missouri, ARCHS leveraged an additional $17

FY 21 Results
- TOTAL
  - $33.4 million
- GRANTS ISSUED
  - $13.6 million
- LEVERAGED/IN-KIND
  - $19.8 million
LEVERAGED

Leveraged dollars come from the additional support provided by ARCHS’ funded partners at no cost to ARCHS. This would include things such as: additional grant funding from other agencies that benefit the participants in the ARCHS’ funded program.

Includes

Taking the actual expenses reported to ARCHS by a funded partner via the invoice and subtracting the amount they are being reimbursed.

Benefit

It's crucial that funded partners fully document the full cost of the programs they provide. This allows ARCHS to show the true value of the work being done. What is the ROI?
# ARCHS' Grant Budget Form

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Project Expenses</th>
<th>Amount Requested from ARCHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
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</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (explain)</td>
<td></td>
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<tr>
<td>Indirect Charges</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Revenues</th>
<th>ARCHS</th>
<th>Local Government</th>
<th>State Government</th>
<th>Federal Government</th>
<th>Individuals</th>
<th>Foundations</th>
<th>Federations</th>
<th>Corporations</th>
<th>Membership Income</th>
<th>Program Service Fees</th>
<th>Products</th>
<th>Fundraising Events (net)</th>
<th>Investment Income</th>
<th>In-Kind Support</th>
<th>Other</th>
<th><strong>TOTAL REVENUES</strong></th>
<th><strong>$</strong></th>
</tr>
</thead>
</table>

*Please specify for contributions over $1,000.*
# ARCHS' FINANCIAL INVOICE FORM

*Upload via ARCHS' online reporting portal*

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Expenses This Period</th>
<th>YTD Total Expenses</th>
<th>Amount Requested This Period</th>
<th>YTD Invoiced Amount</th>
<th>ARCHS YTD Budgeted Amount</th>
<th>ARCHS Funds Remaining</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
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<tr>
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<tr>
<td>Supplies</td>
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<tr>
<td>Contractual</td>
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<td>-</td>
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<tr>
<td>Construction</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other (2021 ACT Conference Registration)</td>
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<tr>
<td>Totals</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
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</table>
IN-KIND

Any support for an ARCHS’ funded program that comes from non-contracted partners or members of the community. This would encompass all the items listed on ARCHS’ donation form.

Includes

Anything DONATED to the funded partner to benefit ARCHS' grant.

Benefit

Documents the value of ARCHS’ funded programs and to show the complete picture of what organizations are providing support to ARCHS’ programs. In-kind support is typically only provided by members of the community or organizations other than ARCHS’ funded partners.
IN-KIND: THE PORTAL

1. Annual Donated Space (square feet available for use for the entire fiscal year)
2. Value of One Time Donated Space (for donated space for one time use only)
3. Value of Donated Services (services donated OR discounted by professionals)
4. Value of Donated Items (clothing, books, supplies, equipment, food, etc.)
5. Number of Volunteer Hours (individuals that are not rep. of an org., bundle combined hrs. - hours.)
**VALUE OF DONATED SPACE**

**Does**
This category only applies if the program space is available on a daily (or almost daily) basis throughout the entire program year. This is a calculation based on the square footage available to the program to arrive at a fair market value of what the program would have reasonably paid to rent that space for an entire year.

**Does NOT**
Space for short-term or one time events.

**Example**
ARCHS' funded afterschool programs (space provided by Jennings and SLPS school districts).
VALUE OF ADDITIONAL DONATED SPACE

Does
Includes any program space that is not paid for or already counted in annual donated space. Discounted space can be counted as well. If a venue offers a discount for the rental, the difference between what it would have cost and the actual cost can be counted.

Does NOT
This should not include any space that is owned by the funded partner. Any space that is owned by the funded partner should be reflected in their actual expenses. This typically is used for one-time or periodic use spaces, such as meeting rooms or other venues.

Example
A program is allowed to use school space for quarterly meetings at no cost. Since schools typically have no pricing structure for renting space, you would need to figure out what a similar sized venue would have cost to rent.
Is the space available for program operation on a daily basis?

Yes

Is the space owned by the funded partner?

Yes

This is not a donated space and should be recorded in actual expenses.

No

The square footage should be recorded as donated space.

No

Would the funded partner have had to rent this space if it had not been donated?

Yes

The full rental value of the space should be recorded as donated space.

No

This is not a donated space.
VALUE OF DONATED SERVICES

Does
This counts the value of a service (or the discount on a service) that is performed by a professional. If a program must hire a professional to provide a service (trainings, IT work, accounting, etc.) and does not pay full price for that service, you can count the value of the service or the discount on that service.

Example
The funded partner uses an accounting service that normally charges $50 an hour, but they receive a discounted $30 an hour rate. The $20 difference counts toward donated services.

Does NOT
This does not count services provided by a funded partner’s employee that is not charged to ARCHS. That should be recorded in their actual expenses.
Did the funded partner pay for a service to be performed by someone outside their org?  

- Yes  
  - Did the funded partner pay full price for the service?  
    - Yes  
      - This is not a donated service and should be recorded in actual expenses.  
    - No  
      - The amount the funded partner paid should be recorded in actual expenses AND the discount should be recorded as donated services.  
- No  
  - Would the funded partner have had to purchase this service if it had not been donated?  
    - Yes  
      - The full value of the service should be recorded as donated services.  
    - No  
      - This is not a donated service and should be counted as volunteer hours.
VALUE OF DONATED ITEMS

Does
This counts the value of items such as clothing, books, supplies, equipment, etc. that are provided at no cost or a discounted cost to ARCHS’ funded programs.

Does NOT
This does not count items that are purchased by the funded partner and not charged to ARCHS. That should be recorded in the actual expenses.

Example
The funded partner purchases licenses from Microsoft for $9 per user using their non-profit discount instead of the $32 per user normal cost. They would record the $9 per user cost on their invoice as an actual expense (if ARCHS isn’t paying an indirect rate this would be counted as leverage) and fill out a donation record for Microsoft for the $23 difference per user.
VOLUNTEER HOURS

Does
Include hours of service provided by someone from outside of the funded partner’s organization. This includes any services being performed in a non-professional capacity that do not require a specialized skill or training.

Does NOT
Include funded partner staff (not paid by ARCHS’ grant). They are being paid from other funding sources - so this would count as LEVERAGED.

Example
This would include services such as: helping to run an organized event, reading to children, filing paperwork, etc.
Would the funded partner have had to purchase this service if it had not been donated?

- Yes:
  - The full value of the service should be recorded as donated services.

- No:
  - The number of hours should be recorded as volunteer hours.

Does the service being performed require a specialized skill or training?

- Yes:
  - The full value of the service should be recorded as donated services.

- No:
  - The number of hours should be recorded as volunteer hours.
ROLES

All leveraged and in-kind data must be entered into Apricot by end of each quarter.

ARCHS' Team

1. Provides support to funded partners
2. Receives data through ARCHS' portal
3. Ensures accuracy of data
4. Enters data in ARCHS' Apricot system
**ROLES**

All leveraged and in-kind data must be entered into Apricot by end of each quarter.

**ARCHS' Funded Partners**

- Tracks leveraged via invoice
- Tracks in-kind via on-line portal
- Submits all reporting/invoices via ARCHS' portal
### DEADLINES

All leveraged and in-kind data must be entered into Apricot by end of each quarter.

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Quarter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 29</td>
<td>Q1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>January 31</td>
<td>Q2</td>
<td></td>
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<tr>
<td>3</td>
<td>April 29</td>
<td>Q3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>July 15</td>
<td>Q4</td>
<td>EARLY STATE DEADLINE</td>
</tr>
</tbody>
</table>
NEED ADDITIONAL ASSISTANCE?

ARCHS' funded partners, please consult with your Grant Representative.